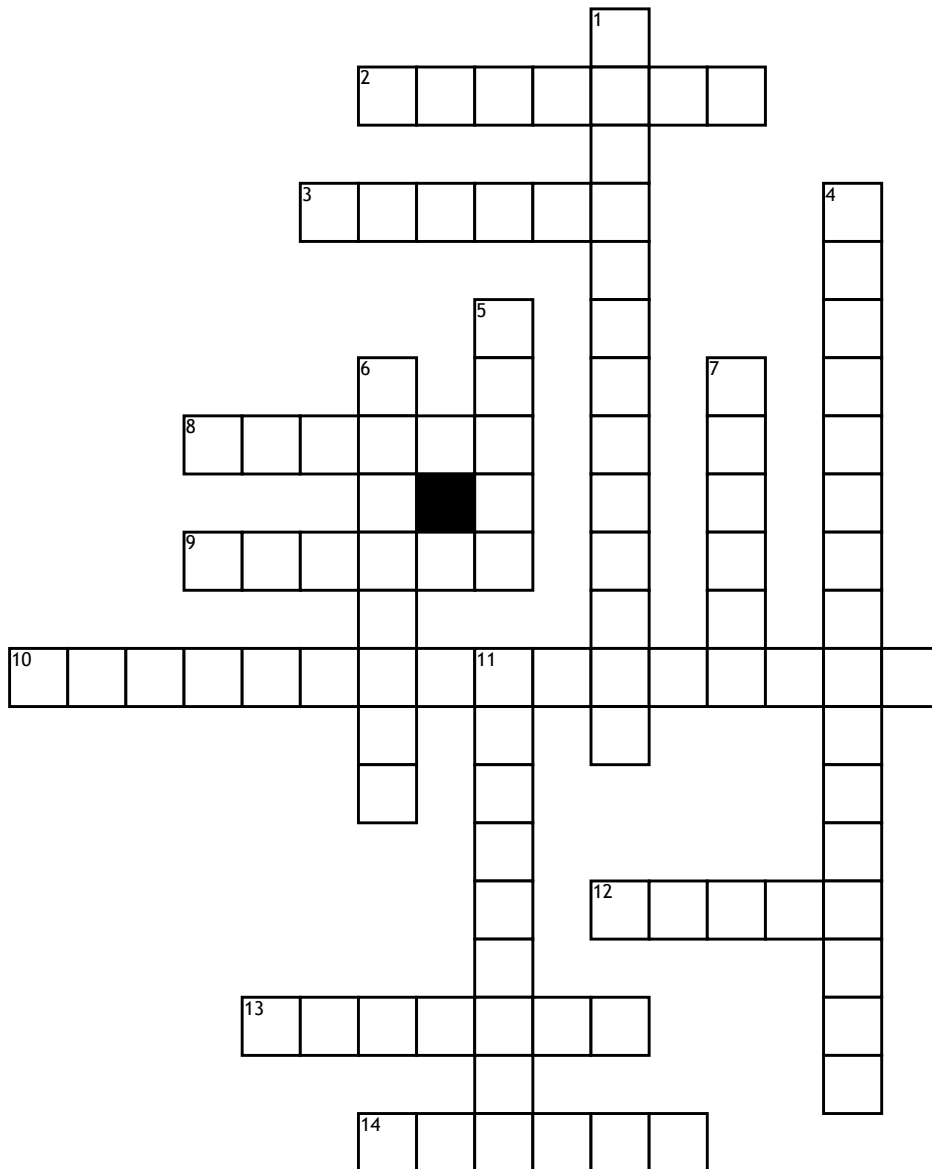


Parliamentary Procedure



Across

2. An official record of meetings that the secretary keeps
 3. A proposal formally offered by a member in a meeting, requesting that the assembly take specific action
 8. Formal discussion of the pros and cons of a motion
 9. An acknowledgement by a second member that a motion should come before the assembly

10. Any meeting or portion of a meeting in which proceedings are secret (two words)
 12. To accept or agree to
 13. Member elected or appointed to a leadership position in an organization
 14. The minimum number of members who must be present at a properly called meeting for business to be legally conducted

Down

1. Policies relating to administration rather than to parliamentary procedure (two words)

4. Established as need arises for a specific task and that ceases to exist after the task is complete (two words)
 5. A motion to alter or modify the wording of a main motion
 6. More than half
 7. A document that defines how an organization functions
 11. A Latin phrase that means "by virtue of office" (two words)